
Washington Christian Academy

16227 Batchellors Forest Road

Olney, MD 20832

phone: 240-390-0429

fax: 240-559-0115

e-mail: employment@washingtonchristian.org

www.washingtonchristian.org

Faculty Employment Application

Application Date: _____

For School Year: _____

A. Personal Information

Name	
Phone (Home)	Phone (Cell)
Email	
Address	
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Do you have any limitations that would affect your ability to perform the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain, noting any accommodations which may be necessary.	
How did you learn about the position for which you are applying?	
Why are you considering a change of plans at this time?	

B. Position Desired

Please indicate 1, 2, 3 choice in the preference column. Then to the right, please indicate the grade or subject in order of preference.

Grade Level	Preference	Grade or Subject
Lower School (K – 5)		
Middle School (6 – 8)		
Upper School (9 – 12)		
Please check all that apply: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> When Available		
Please list activities or sports which you would be capable of and be willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels).		
Please list any other special training or skills (computer, software, languages, etc.)		

C. Christian Background

The following questions follow the WCA Constitutional requirements:

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please affirm your knowledge of any of the Creeds you know best. <input type="checkbox"/> The Westminster Confession of Faith <input type="checkbox"/> The Cannons of Dort <input type="checkbox"/> The Westminster Larger and Shorter Catechisms <input type="checkbox"/> Heidelberg Catechism <input type="checkbox"/> Belgic Confession of Faith	
I support the Reformed faith as expressed in _____ (note creed).	
Church Membership	Date Joined
Please explain your involvement in church activities.	
Please explain your personal devotional Bible study, reading and prayer life.	

School	Phone
Address	Dates Employed (month and year) From To
Supervisor	Salary Start End
Position/Subject/Grades	
Reason for Leaving	

School	Phone
Address	Dates Employed (month and year) From To
Supervisor	Salary Start End
Position/Subject/Grades	
Reason for Leaving	

Professional Life

List professional books or articles read recently.
List book or activities that have encouraged intellectual growth.
List any courses, conferences or seminars in which you have led or participated.

F. References

Pastor

Name	Phone	Email
Address	Church	

Educational Supervisor

Name	Phone	Email
Address	Occupation	

Professional

Name	Phone	Email
Address	Occupation	

Personal

Name	Phone	Email
Address	Basis of Relationship	

G. Personal Responses

On a separate paper, please label and succinctly answer in one paragraph each question below.

1. Give a concise but adequate statement of your personal faith in Jesus Christ.
2. Give a statement of your philosophy of Christian education.
3. Why do you wish to teach in a Christian school?
4. What are the main characteristics that distinguish a Christian school from a public school and attract you to a Christian school?
5. What do you consider to be the best classroom atmosphere for learning?
6. What is your philosophy on classroom discipline?
7. What areas are your strengths? Weaknesses?
8. Please summarize any additional information that you would like to present regarding your candidacy for this position.

H. Additional Material

Please include the following:

1. A copy of your transcripts for all post-secondary work, including NILD grade sheet, if applicable.
2. A copy of all teaching certificates.
3. A copy of your resume.

I. Certification and Agreement

I understand that Washington Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I recognize that Washington Christian Academy is prohibited from demanding submission to a lie detector test as a condition of employment. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Washington Christian Academy to interview thoroughly the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to investigate thoroughly my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release my school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to view personally any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to cooperate fully in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

Signature of Applicant _____ **Date** _____